

Career Opportunity

**Tax Credit Reviewer
(Historian/Archaeologist & Preservationist III)
Payband 5**

Position #00059

Location:

**2801 Kensington Ave
Richmond, VA 23221**

Maximum Hiring Range

Negotiable to \$56,000

Position Description

Virginia enjoys one of the strongest state historic rehabilitation tax credit programs in the country. This program, administered by the Virginia Department of Historic Resources (DHR) has fostered the revitalization of individual properties and communities throughout the Commonwealth, and contributes greatly to the cultural fabric and economic sustainability of Virginia.

DHR is seeking a talented and motivated cultural resource professional with experience in the rehabilitation of historic buildings to join the Tax Credit Program staff. Primary duties will consist of reviewing projects for the state and federal Historic Rehabilitation Tax Credit Programs; advising property owners, architects, and consultants regarding appropriate historic rehabilitation treatment and application of the *Secretary of Interior's Standards for Rehabilitation*; conducting thorough review of proposed and completed rehabilitation work and responding to applications according to agency and National Park Service regulations, policies, and procedures; conducting site inspections of rehabilitation projects as necessary and expedient to understand existing conditions, impact of work to historic character and integrity, and consistency with the *Standards for Rehabilitation*; drafting review conclusions, written recommendations, and other documents and correspondence for the project; and coordinating project reviews with other staff members and the National Park Service. The staff member assists with the development and promotion of the tax credit programs through public workshops, presentations, publications, and site visits. As a member of the Division of Preservation Incentives, helps to evaluate and improve internal processes and policies. Provides technical assistance and architectural expertise to agency staff members and programs, owners of historic properties, other members of the general public, state agencies, and local governments on appropriate treatment of historic properties. May be assigned additional duties.

Qualifications Guide

Applicants must meet the *Secretary Of the Interior's Professional Qualifications Standards* for Architectural History, Architecture, or Historic Architecture (https://www.nps.gov/history/local-law/arch_stnds_9.htm) and should have very strong knowledge of and experience in applying the *Secretary of the Interior's Standards for Rehabilitation*, as well as a thorough understanding of historic preservation laws, regulations, policies, procedures, standards, and guidelines. Comprehensive knowledge of historic architecture of Virginia and/or the Mid-Atlantic region; and the ability to apply technical, legal and cultural knowledge and planning principles to complex historic architectural rehabilitation projects. Must possess strong analytical, problem solving, and organization skills. Demonstrated ability to establish priorities and manage heavy workload, both independently and in cooperation with tax credit staff. Professional demeanor and ability to work effectively with property owners, the public, and colleagues within the agency. Strong organizational and communication skills, including both written and verbal communication skills required. Professional experience with rehabilitation tax credit projects is also highly desirable. The selected candidate will be required to complete a criminal background check and a Statement of Personal Economic Interests as a condition of employment. Limited teleworking may be possible; approval is at the discretion of the supervisor only after the employee has successfully worked for the agency of a time no less than 6 months. A valid driver license required.

Application Requirements

To be considered for this position a completed state application must be received through the on-line employment system at <http://jobs.virginia.gov/> by FRIDAY, SEPTEMBER 14, 2018.

EOE

Women, Minorities, Veterans and people with disabilities are encouraged to apply. Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process.